

# CITY OF CARLSBAD APPLICATION REQUIREMENTS FOR:

<u>COASTAL DEVELOPMENT PERMITS</u> (NON-SINGLE FAMILY REGULAR ONLY; INCLUDING AMENDMENTS)

<u>CONDITIONAL USE PERMITS</u> (INCLUDING REGULAR, MINOR, AMENDMENTS AND EXTENSIONS)

**CONDOMINIUM PERMITS** 

**MASTER PLANS (INCLUDING AMENDMENTS)** 

PLANNED DEVELOPMENT PERMITS (RESIDENTIAL AND NON-RESIDENTIAL)

PLANNED INDUSTRIAL PERMITS

PLANNING COMMISSION DETERMINATIONS

PRECISE DEVELOPMENT PLANS

<u>REDEVELOPMENT PERMITS</u> (MAJOR, MINOR AND AMENDMENTS) (A COASTAL DEVELOPMENT PERMIT SUPPLEMENTAL APPLICATION MAY ALSO BE NEEDED)

<u>SITE DEVELOPMENT PLANS</u> (INCLUDING REVISIONS)

SPECIAL USE PERMITS (INCLUDING AMENDMENTS AND FLOODPLAIN SUPS)

SPECIFIC PLANS (INCLUDING AMENDMENTS)

STRUCTURE RELOCATION PERMITS

<u>TENTATIVE TRACT MAPS</u> (RESIDENTIAL AND NON-RESIDENTIAL PLANNED DEVELOPMENT PERMITS, AND REVISIONS)

A proposed project requiring that multiple applications be filed must be submitted prior to 3:30 p.m. A proposed project requiring that only one application be filed must be submitted prior to 4:00 p.m.

All joint application exhibits, i.e. Tentative Map and Planned Development Site Plan should be prepared at the same scale. (Use a scale no smaller than 1'' = 40'.)

The following materials shall be submitted for each application or for combined applications on a single project.

- I. REQUIRED PLANS (All required plans shall be collated into complete sets, stapled together, then folded to 9" x 12" with lower right hand corner of plan visible.)
- **A. SITE PLAN** Seven (7) copies on 24" x 36" sheet(s). Ten (10) copies of the site plan shall be submitted by the applicant upon request of the project planner prior to approval of the project. Each site plan shall contain the following information:

#### 1. GENERAL INFORMATION

☐a.	Name and address of owner whose property is proposed to be developed and the name,
	address, and phone number of the developer.
□b.	Name, address, and phone number of registered civil engineer, licensed surveyor, landscape
	architect or land planner who prepared the maps/plans.
□c. □d. □e. □f.	North arrow and scale.
□d.	Vicinity map showing major cross streets.
□e.	Date of preparation/revisions.
f.	Project Name and application types submitted.
$\Box$ g.	Tentative Map number in upper right hand corner (City to provide number at time of
	application).
□h.	All facilities labeled as "existing" or "proposed."
∐h. ∐i.	A summary table of the following:
	(1) Street address and assessor's parcel number.
	(2) Site acreage.
	(3) Existing Zone, and General Plan Land Use Designation.
	(4) Existing and Proposed land use.
	(5) Classification of lots as to intended residential, commercial, industrial or other uses.

	□( <sub>0</sub> )	runneer of units to be constructed when a condominant of community apartment
		project is involved.
		Total number of lots proposed.  Proposed density in dwelling units per sore
		Proposed density in dwelling units per acre.  Total building governor.
		Total building coverage. Building square footage.
		Percent of site to be landscaped.
		•
		Number of parking spaces required/provided.  Square Footoge of required employee acting cross. Square footoge provided (interior
	<u></u> (13)	Square Footage of required employee eating areas. Square footage provided (interior and exterior eating area, if applicable).
	$\Box$ (14)	Square Footage of open or recreational space (if applicable), for each unit and total
	LI(14)	common open space for the project.
	$\square$ (15)	Area of the site which is undevelopable per Zoning Ordinance Section 21.53.230
	<u> </u>	(include the acreage in each category). If not applicable, state on the plans.
	$\square$ (16)	Cubic footage of storage space (if applicable). Show location.
		Average Daily Traffic generated by the project, broken down by separate uses.
		Name of sewer, water and school district providing service to the project.
	<u> </u>	Traine of sewer, water and sensor district providing service to the project.
2.	SITE II	NFORMATION
	CENE	
a.	GENEI	RAL
	$\square$ (1)	Approximate location of existing and proposed building and permanent structures
	L (1)	onsite and within 100 feet of site.
	$\square$ (2)	Location of all major vegetation, showing size and type, both within the project and
		offsite for a distance of 150 feet. Existing onsite trees; those to be removed and
		those to be saved.
	$\square$ (3)	Location of railroads.
	$\Box$ (4)	Legal description of the exterior boundaries of the subdivision (approximate
		bearings, distances and curve data).
	$\square$ (5)	Lot lines and approximate dimensions and number of each lot.
	$\Box$ (6)	Lot area for each proposed lot.
	$\Box$ (7)	Setback dimensions for the required front, rear and side yard setbacks for all
		structures.
	$\square$ (8)	Distance between buildings and/or structures.
	$\square$ (9)	Indicate top and bottom elevations for all fences, walls, and retaining walls. Show
		these elevations at each end of the wall and in the middle. Also show the worst
	_	condition elevation.
	$\square$ (10)	Indicate on site plan improvements and amenities for the interior and/or exterior
		employee eating areas, i.e. benches, tables, trash cans, etc.
		Show site details for all recreation lots or areas (when applicable).
	$\bigsqcup(12)$	Location and dimensions of all accessways and pathways as required for compliance
		with Title 24 – State Accessibility Requirements.
b.	GRADI	ING AND DRAINAGE
~•	GIUID	
	$\square$ (1)	Approximate contours at 1' intervals for slopes less than 5%; 2' intervals for slopes
		between 5% and 10%; and 5' intervals for slopes over 10% (both existing and
		proposed). Existing and proposed topographic contours within a 100-foot perimeter
		of the boundaries of the site. Extend contours sufficiently out from the site to
		adequately show the adjacent floodplain (if applicable).
	$\bigsqcup$ (2)	Earthwork volumes: cut, fill, import and export.
	<u></u> (3)	Spot elevations at the corners of each pad.
	<u></u> (4)	Method of draining each lot. Include a typical cross section taken parallel to the
		frontage for lots with less than standard frontage.

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	☐(5) ☐(6) ☐(7) ☐(8) ☐(9) ☐(10)	Location, width and/or size of all watercourses and drainage facilities within and adjacent to the proposed subdivision; show location and approximate size of any proposed detention/retention basins.  Clearly show and label the 100 year flood line for the before and after conditions for any project which is within or adjacent to a FEMA flood plain.  Show all Best Management Practices (BMPs) to be used to reduce storm water discharge during the "use" or existing development phase.  Indicate proposed elevation in relation to sea level of the lowest floor (including basement) of all structures. [For Floodplain Special Use Permit (SUP)]  In Fema Zone AO or VO show elevation of highest adjacent grade and proposed elevation of lowest floor of all structures. [For Floodplain Special Use Permit (SUP)]  Show proposed elevation in relation to mean sea level to which any structure will be floodproofed. [For Floodplain Special Use Permit (SUP)]
c.	STREE	CTS AND UTILITIES
	(1)(2)(3)(4)(5)(6)(7)	The location, width and proposed name of all streets within and adjacent to the proposed project. Show street grades and centerline radii. Provide separate profile for all streets with grades in excess of 7%. Streets should be in conformance with City Standards and Engineering Department Policies.  Name, location and width of existing adjacent streets and alleys. Include medians and adjacent driveway locations.  Typical street cross sections for all streets within and adjacent to the project.  Width, location and use of all existing and/or proposed public or private easements.  Public and private streets and utilities clearly identified.  Show distance between all intersections and medium and high use driveways.  Clearly show parking stall and aisle dimensions and truck turning radii for all parking areas.  Show access points to adjacent undeveloped lands.  Show all existing and proposed street lights and utilities (sewer, water, major gas and fuel lines, major electric and telephone facilities) within and adjacent to the project. Show all existing and proposed fire hydrants associated with the project, and all existing, off-site fire hydrants within 300 feet of the project boundary. Fire hydrants on commercial, industrial and multi-family residential sites should be installed at 300 feet intervals. Fire hydrants serving single-family residential projects should be installed at no more than 500-foot intervals. When possible, fire hydrants should be installed at street intersections on developed side of street if single loaded. Avoid cul-de-sac installations. For installation requirements on public roadways, contact the Carlsbad Fire Department at (760) 602-4666.
d.	WATE	R FACILITIES
	\[ \( \big(1) \\ \cdot(2) \] \[ \( \big(3) \) \] \[ \( \big(4) \) \[ \( \big(5) \) \] \[ \( \big(6) \) \[ \( \big(7) \) \]	Show average and peak potable water demand in gallons per minute (gpm). Provide fire flow demand in gallons per minute (gpm); calculate using table attached to Land Use Review Application.  Provide a map or diagram showing existing and proposed on-site and off-site water pipelines, pressure reducing stations, fire hydrants, reservoirs and pumping stations. (These facilities must be shown within the public right-of-way or within easements to be granted to the District or the City.)  Show a looped potable water distribution pipeline (when more than 19 homes are proposed).  Show a public fire flow system (constructed as a looped pipeline system for all industrial or commercial development).  Show a private fire sprinkler system, if required or proposed; state on exhibit.  Provide a water phasing plan, if proposed.

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**NOTE:** San Diego County Water Authority capacity charge will be collected at issuance of application for any meter installation.

	e.	RECYCLED WATER FACILITIES
		<ul> <li>Colored recycled water use area map (all areas proposed to be irrigated with recycled water must be clearly indicated on the map in color).</li> <li>Peak irrigation or industrial water demand in gallons per minute (gpm).</li> <li>Existing and proposed recycled water pipelines, pressure reducing stations, reservoirs and pumping stations. (These facilities must be shown within the public right-of-way or within easements to be granted to the District or the City.)</li> </ul>
	f.	SEWER FACILITIES
		<ul> <li>Average sewer generation in million gallons per day (mgd).</li> <li>Existing and proposed sewer pipelines, and sewage lift stations. These facilities must be shown within the public right-of-way or within easements to be granted to the District or the City.</li> <li>Indicate sewer facility phasing, if proposed.</li> </ul>
		<b>NOTE:</b> No sewer lift stations or sewer siphons may be proposed unless otherwise agreed to in writing by the appropriate District Engineer.
В.	project	SCAPE PLAN – Seven (7) copies prepared on 24" x 36" sheet(s) at the same scale as the plans. Ten (10) copies of the plans shall be submitted by the applicant upon request of the planner prior to project approval. The preliminary landscape plan shall contain the following tion:
	1.	GENERAL INFORMATION
	□a. □b. □c.	Landscape zones per the City of Carlsbad Landscape Manual.  Typical plant species, quantity of each species and their size for each planting zone in a legend. (Use symbols).  An estimate of the yearly amount of irrigation (supplemental) water required to maintain each
	d. e. f. g.	zone.  Landscape maintenance responsibility (private or common) for all areas.  Percent of site used for landscaping.  Water Conservation Plan.  All applicable Fire Suppression Zones, as required by the City's Landscape Manual, are minimums. Additional requirements may apply.
C.	sheet(s) planner	ING ELEVATIONS AND FLOOR PLANS – Seven (7) copies prepared on 24" x 36" a. Ten (10) copies of the plans shall be submitted by the applicant upon request of the project prior to the project approval. Each building elevation and floor plan shall include the ng information:
	1.	GENERAL INFORMATION
	□ a. □ b. □ c. □ d. □ e. □ f. □ g.	Floor plans with square footage included. All elevations of existing and proposed buildings, including signs and exterior lights. Location and size of storage areas. Include a scale on all floor plans and building elevations. Indicate the height on all building elevations. Indicate on all building elevations, compliance with Carlsbad Height Ordinance 21.04.065. Indicate ceiling height or the height of the underside of the roof in any building areas intended for storage uses.

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	□h. □i. □j.	Indicate the Uniform Building Code occupancy classifications of all building areas. Indicate type of construction per Uniform Building Code.  Disclose any building uses that will result in the presence of Acutely Hazardous Materials, Compressed Flammable Gases in excess of 1,500 pounds, Flammable Liquids in excess of 10,000 gallons, Hazardous Materials in excess of 500 pounds or 55 gallons, or compressed gas in excess of 200 cubic feet.  Provide documentation demonstrating compliance with City Council Policy 44 – Neighborhood Architectural Design Guidelines (if applicable).  ROOF PLAN: One (1) copy (plan view). Show roof design to include ridges, hips, slope direction, etc. Show location of roof appurtenances, mechanical equipment and screening. Show all roof top equipment, appurtenances, stairways or other access provisions, including those required by the applicable building, plumbing, electrical and mechanical codes. All roof mounted equipment shall be installed in accordance with Building Department Policy 80-6.
D.	informa conver	<b>TRAINTS MAP</b> - One (1) 24" x 36" sheet <u>folded</u> to 9" x 12" shall include the following ation: ( <b>NOTE:</b> This information is not required for previously graded sites and the sion of existing structures.) If the constraint does not apply to the property, list it on the map applicable. Constraint map should be the same scale as other exhibits, i.e. Site Plan, etc.
	1.	GENERAL INFORMATION
	□ a.         □ b.         □ c.         □ d.         □ e.         □ f.         □ g.         □ h.         □ i.         □ j.         □ k.         □ l.         □ n.         □ o.         □ p.         □ q.         □ r.	Major ridge lines. Distant views. Internal views. Riparian or woodlands. Intermittent drainage course. 25 - 40% slopes. Greater than 40% slopes. Major rock outcroppings. Easements. Floodplains. Archaeological sites. (Do not identify location. List in map legend if present.) Special Planning Areas - Type of special planning area. Biological Habitats. Indicate the location of all vegetation communities existing on the project site. (Use Modified Holland System as described in the Multiple Habitat Conservation Plan.) Beaches. Permanent bodies of water. Wetlands. Land subject to major power transmission easements. Railroad track beds.
Е.	Application elevation	<b>PRED SITE PLAN AND ELEVATION PLAN</b> – Not required with first submittal. It is the ant's responsibility to bring one (1) copy of a colored site plan and one (1) set of colored ons to the Planning Department by 12:00 noon, eight (8) days prior to the Planning ission meeting. Do not mount exhibits.
II.	REQU	IRED DOCUMENTS AND SUBMITTAL ITEMS
□A. □B.	_	eted Land Use Review Application Form.  I Development Permit Supplemental Application (if applicable).

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□C. □D. □E.	Environmental Impact Assessment Form (Fee not required with initial submittal. Fee to be determined after review of project and environmental impact assessment form.) Required for tentative parcel maps only where a significant grading is proposed. Check with Planning staff to determine if required for your application.  Disclosure Statement. (Not required for tentative parcel maps.)  Two (2) copies of the Preliminary Title Report (current within the last six (6) months).		
□F. □G. □H.	District Statem (tentation review All pro- costs of	ent of agreement to waive <u>tentative parcel map</u> time limits. Required only when project ve parcel map) requires concurrent processing of planning application or environmental	
		ojects with an average daily traffic (ADT) generation rate greater than 500 vehicles per day or more peak-hour vehicle trips.	
	by a Rimpact	two (2) copies of a Circulation Impact Analysis for the project. The analysis must be prepared Registered Traffic Engineer or Registered Civil Engineer. The analysis must show project to all intersections and road segments identified as impacted within the included Local es Management Plan or as otherwise determined in discussions with staff. The following am information should be included with the study:	
	1.	8 ½" x 11" or 8 ½" x 14" plats showing zone impacted roads, background and project AM and PM peak hour impacts and traffic distribution.	
	2.	Project traffic generation rates and traffic assignment.	
	3.	Necessary calculations and/or analysis to determine intersection and road segment levels of service.	
	4.	Any proposed mitigation requirements to maintain the public facility standards.	
	5.	On Collector streets and above, an analysis of the need for a traffic signal will be required.	
	equival includi local	"projects: Any project which, upon its completion will be expected to generate either an lent of 2,400 or more average daily vehicle trips or 200 or more peak-hour vehicle trips, ng large projects that may have already been reviewed under CEQA but require additional discretionary actions, is defined as a "large project" under the SANDAG Congestion ement Program (CMP) and will be subject to enhanced CEQA review as specified in the CMP.	
	-	ding upon the complexity of the project, the City of Carlsbad reserves the right to require a study on any project.	
☐I.		opies of preliminary soils/geologic report for all projects with cut or fill depths exceeding 5	
□J.		condominium conversions, a signed statement by the owner stating Section 66427.1 of the	
□K.	For all	Map Act will be complied with.  condominium conversions, a letter from San Diego Gas and Electric stating that plans to	
□L.		t the gas and electric system to separate systems have been submitted and are acceptable. condominium conversions, one (1) copy of a compliance inspection performed by the Building	
M.	Depart Prelimi	ment. (Separate fee required.) inary Hydrology map and calculations for lots exceeding one acre. Show before and after trees to each included drainage basin. If a preliminary Storm Water Management Plan (SWMP)	

is required, the Hydrology map and calculations may be incorporated into the preliminary SWMP.

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- A preliminary Storm Water Management Plan (SWMP) shall be provided, if the project is defined as a "Priority Development Project" pursuant to Section F1.b.(2)(a) of California Regional Water Quality Control Board, San Diego Region, Order No. 2001-01. At a minimum, the SWMP shall identify:
  - 1. Hydrologic Unit the project contributes to.
  - 2. Impaired water bodies in the basin and pollutants impacting the water body.
  - Drainage characteristics of the project site. 3.
  - 4. Anticipated pollutants-of-concern "prior" to development.
  - Anticipated pollutants-of-concern "after" development. 5.
  - 6. Types of source control BMP measures to be implemented to avoid pollutant contact with storm water.
  - 7. Types of treatment control BMP measures to be implemented. Provide manufacturer specification sheets or detail sheets of the device.
  - Hydrologic/Hydraulic calculations to verify "flow-based" or "volume-based" methods are 8. met to verify treatment control devices are adequate per Order 2001-01.
  - 9. Include a topographic exhibit demonstrating the project and treatment control device locations

npleted "Project Description/Explanation" sheet.
ned "Notice of Time Limits on Discretionary Applications."
se study consistent with City of Carlsbad Noise Guidelines Manual.
logical resource, cultural resource, and/or other environmental studies that are necessary to make
environmental determination (i.e. EIR, Negative Declaration or Exemption).
ned "Hazardous Waste and Substance Statement" form.
vide color board(s) (no larger than 9" x 12"), showing building materials and color samples of
ss, reveals, aggregate, wood, etc.
tographs of the property from the north, south, east and west.
ital copy of Tentative Map along with required number of hard copy maps.
s: See Fee Schedule for amount.
ly Public Notice Package.
ECIFIC PROJECT REQUIREMENTS
Master Plans and Specific Plans Only:

- 1. It is strongly recommended the applicant meet with staff before submitting text and maps for a master plan or specific plan.
- Please refer to the Zoning Ordinance, Chapter 21.38.060, for the required contents of a 2. Master Plan.

#### $\Box$ B. **For Density Bonus Projects:**

- 1. A letter signed by the present owner stating what specific incentives are being requested from the City. For any development standards modification or other additional incentive requested, the applicant shall submit a project pro-forma to demonstrate that the standards modification or other requested incentive is necessary to make the project economically
- 2. A detailed vicinity map showing the project location and such details as the location of the nearest commercial retail, transit stop, potential employment locations, park or recreation facilities or other social or community service facilities.
- For condominium conversion requests, a report documenting the following information for 3. each unit proposed to be converted: the monthly income of tenants of each unit throughout the prior year, the monthly rent for each unit throughout the prior year and vacancy information for each unit throughout the prior year.
- 4. Identify the number and location of lower income dwelling units.

### C. For Senior Citizen Housing Projects:

- 1. A letter signed by the present owner stating what specific incentives are being requested from the City. For any development standards modification or other additional incentive requested, the applicant shall submit a project pro-forma to demonstrate that the standards modification or other requested incentive is necessary to make the project economically feasible.
- 2. A detailed vicinity map showing the project location and such details as the nearest market, transit stop, park or recreation area, medical facilities or other related uses or services likely to be patronized by senior citizens.
- 3. Five (5) copies of floor plans for each different type of unit indicating a typically furnished apartment, with dimensions of doorways, hallways, closets and cabinets.
- 4. Five (5) copies of floor plans showing any common areas and accommodations.
- 5. Identify the number and location of lower income inclusionary dwelling units.
- 6. A plan for monitoring age restrictions for all units and income restrictions for designated inclusionary units.

### ☐D. In-fill Residential Projects:

Infill Residential Projects with two or more dwelling units that: (1) require a discretionary permit (i.e. Non-Single Family Regular CDP, Redevelopment Permit or Site Development Plan) and (2) are bordered on a minimum of two sides (property lines) by existing single family residential development shall be required to:

- 1. Post project notices on the project site pursuant to Planning Department Administrative Policy No. 37.
- 2. Submit project photo-simulation exhibits to the Planning Department upon determination that the project application is complete. The photo simulation exhibits should be scaled representations of the project, as viewed from adjacent streets and adjacent developed single-family residential properties.

#### **E.** Wireless Communication Facilities:

Carlsbad Municipal Code Section 21.42.010(2)(J) allows accessory public and quasi-public buildings and facilities, which include Wireless Communication Facilities (WCF), in all zones with the approval of a conditional use permit (CUP). All proposed WCFs should follow the City's guidelines (see City Council Policy No. 64) in the review of conditional use permits for new wireless facilities as well as extensions and amendments to CUPs for existing installations. This policy applies to all commercial providers of wireless communication services. It does not apply to amateur (HAM) radio antennas and dish and other antennas installed on a residence for an individual's private use.

#### F. Flood Plain Special Use Permits:

- 1. Two (2) sets of the hydrology and hydraulic calculations. Include HEC-1 and HEC-2 computer printouts with appropriate annotations to clarify readouts.
- 2. Two (2) copies of all required certifications listed in Section 21.110.150(4) of the Municipal Code signed and sealed by a registered Civil Engineer or other appropriately licensed professional.

## ☐G. Commercial/Visitor-Serving Overlay Zone:

- 1. Prior to filing an application for a Conditional Use Permit for a Commercial/Visitor-Serving use within the Overlay zone, the applicant shall make a Preliminary Review (Pre-filing) submittal.
- 2. Projects within the Commercial/Visitor-Serving Overlay Zone shall submit a proposed sign program as part of this application. The program shall be provided as separate exhibits and should include the following information: proposed sign location, dimensions, area, materials, sign copy and colors.

WHEN THE APPLICATION IS TENTATIVELY SCHEDULED TO BE HEARD BY THE NOTE: DECISION MAKING BODY, THE PROJECT PLANNER WILL CONTACT THE APPLICANT AND ADVISE HIM TO SUBMIT THE PUBLIC HEARING NOTICE PACKAGE INCLUDING THE RADIUS MAP, TWO SETS OF THE PROPERTY OWNERS LIST AND LABELS. THE APPLICANT SHALL BE REQUIRED TO SIGN A STATEMENT CERTIFYING THAT THE INFORMATION PROVIDED REPRESENTS THE LATEST EQUALIZED ASSESSMENT ROLLS FROM THE SAN DIEGO COUNTY ASSESSOR'S OFFICE. THE PROJECT WILL NOT GO FORWARD UNTIL THIS INFORMATION IS RECEIVED.

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